



Clerk: Roger M Greenwood
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The Mallards
Underbank
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HX7 6PP

Dear Councillor

The **Annual Meeting** of the Parish Council will be held at the **The School Hall, Heptonstall J I & N School**, on **Monday 18 May 2015** commencing at **7.00 p.m.**

AGENDA

(This meeting is open to the public unless Members decide to exclude the public for any exempt or confidential item of business)

Members' Disclosable Pecuniary Interests relating to Agenda items for this meeting : to be declared prior to consideration of the appropriate item

- 1. Election of Chairman 2015/16**
- 2. Signature of Declaration of Acceptance of Office of Chairman**
- 3. (a) Signature of Declaration of Acceptance of Office of Councillors
(b) Arrangements for subsequent signature(s) for absentee(s)**
- 4. Apologies of absence and reasons**
- 5. Election of 2015/16 Vice Chairman + Chairman Elect**
- 6. Review of Delegation arrangements**
- 7. Review of Terms of Reference for Committees**
- 8. Election of Responsible Finance Officer, Deputy to Responsible Finance Officer, Internal Auditor, Publicity Officer & Risk Assessor**
- 9. Election of Committee members :**
 - **Finance Committee**
 - **Staffing Committee**
 - **Planning Committee**
 - **Rights of Way Committee**

10. Election of Chairmen and Vice Chairmen of each Committee by respective members of :
 - Finance Committee
 - Staffing Committee
 - Planning Committee
 - Rights of Way Committee
11. Election of representatives to serve on external bodies
12. Appointment of four persons empowered to sign cheques
13. Review of (May 2014) Standing Orders
14. Review of Council's Financial Regulations
15. Review of Council's Complaints Procedure
16. Review of Council's procedures for handling requests made under the Freedom of Information Act 2000
17. Review of Council's policy for dealing with the Press
18. Review of other Council Policies & Procedures
19. Approval of dates/times/venues of meetings to May 2016 (including Annual Assembly of the Parish Meeting)
20. Compliance with Code of Conduct : All Members : Reminder by Clerk

Yours sincerely

RMGreenwood

Clerk

** Copy enclosed*

**Access to the School Hall will be via the door into the link corridor from the school playground.
Turn left and (using stairs or lift) proceed to the hall.**

Parking will be available in the playground.